

# Chapter Eight

## Emergency Plan

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*Standard Protocol*  
*City Staff Roles*  
*Private Tree Contractors*



**City of Carlsbad**  
**Community Forest Management Plan**

## Chapter 8 - Emergency Plan

*"In an emergency situation that involves trees... a clear line of communication must be followed."*

This chapter presents a plan of action during emergency situations or disasters. It outlines a protocol for communication and coordination during these unexpected events.

### Communication Protocol

In an emergency situation that involves trees, whether tree parts, failed trees, utility line conflicts, or other, a clear line of communication must be in place and executed. The outline that follows summarizes the basic protocol for the City of Carlsbad following a tree-related emergency:



1. Notification of the duty call-out person.
2. Next, the duty call-out person contacts the Parks Division supervisor
3. The duty call-out person would then, if necessary, contact the staff, on-call tree crew.
4. If the situation involves a large number of trees, private tree crews would be called to assist.
5. When needed, the parks landscape maintenance crew can be utilized for tree clearance work during especially severe emergencies involving large numbers of trees.
6. The duty call-out person would contact the Public Works Supervisor the following business day for an assessment report.

Should the emergency require assistance for traffic control, fire suppression, or other specialized law enforcement, the duty call out person or tree crews would notify appropriate authorities and proceed only when the situation is safe.

If an emergency situation includes trees and utilities, such as electrical, telephone, cable, or others, the appropriate personnel from San Diego Gas and Electric, Adelphia Cable, PacBell, or other appropriate utility company would be notified immediately following the situation assessment.

The Supervisor, or Public Works Manager, would be responsible for contacting local radio, television, and other media for announcements about safety and tree salvage.

### Disposal of debris

Mulch or wood associated with trees in emergency situations would be directed to a designated stockpiling point. A common emergency stockpiling point would be in a City park with ample room for storing large concentrations of woody debris. This material would be chipped in a timely manner to return the park to its original condition as soon as possible. In some instances, wood may be offered to the public for use as firewood.

### **Situation assessments**

Situation assessments require one of three City personnel. Typically, the supervisor or one of the tree trimming lead workers would assess the situation. Contact information is provided below:

Public Works Supervisor – Trees and Medians	(760) 434-2985
Tree Trimming Lead Worker	(760) 434-2983

### **Private tree crew contact list**

The following Tree Service Contractors are listed as the City's preferred providers of tree maintenance:

Henderson Tree Service of San Diego  
P.O. Box 15230  
San Diego, California 92175  
(619) 667-9341 – phone  
(619) 667-9389 – facsimile

Sutton Tree Service  
2236 S. Santa Fe  
Vista, California 92084  
1-800 909-8733 - phone  
(760) 727-3813 - facsimile

### **Funding for emergency tree work**

Funding for emergency tree removal, cleanup, pruning, and disposal would be provided from existing overtime maintenance budgets. In especially severe disasters where an area qualifies as a national disaster area, Federal Emergency Management Act (FEMA) funds would be appropriated.